

Training Opportunities February 2008

- February 5: **SMART Level 1: [Managing Diversity](#)**
1:00pm-5:00pm – Human Resources Large Conference Room
- February 6: **SOAR: [Critical Thinking, Ethics and Values for Decision Making](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- February 7: **SHIELD: [New Employee Orientation](#)**
8:30am-12:30pm – Riverside Convention Center
- SOAR Technology: [Excel III](#)**
8:30am-4:30pm – Human Resources Computer Room
- February 14: **SOAR Technology: [Word III](#)**
8:30am-4:30pm – Human Resources Computer Room
- SHIELD: [Stress Management Strategies](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- February 20: **SOAR: [Practical Problem Solving](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- February 25: **SOAR Technology: [Publisher](#)**
8:30am-4:30pm – Human Resources Computer Room
- February 26: **SMART Level 1: [SPEC Interactive](#)**
1:00pm-3:00pm – Human Resources Large Conference Room
- February 27: **PACE Certificate Level 1: [SPEC Interactive](#)**
1:00pm-3:00pm – Human Resources Large Conference Room
- February 28: **SHIELD: [Staying Energized at Work](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- SOAR Technology: [PowerPoint III](#)**
8:30am-4:30pm – Human Resources Computer Room



Training Opportunities March 2008

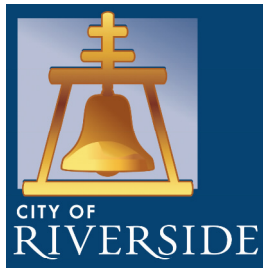
- March 4: **SMART Level 2: [Effective Leadership](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- March 5: **SOAR: [Providing Outstanding Customer Service](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- March 6: **SHIELD: [New Employee Orientation](#)**
8:30am-12:30pm – Riverside Convention Center
- SOAR Technology: [Access I](#)**
8:30am-4:30pm – Human Resources Computer Room
- March 11: **SMART Level 1: [Key City Policies & Resources I](#)**
1:00pm-5:00pm – Human Resources Large Conference Room
- March 12: **SOAR Technology: [Outlook I](#)**
8:30am-4:30pm – Human Resources Computer Room
- March 13: **SOAR Technology: [Word I](#)**
8:30am-4:30pm – Human Resources Computer Room
- March 18: **SMART Level 2: [Decision Making Best Practices](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- March 19: **SOAR: [The Challenge of Change](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- March 20: **SOAR Technology: [Excel I](#)**
8:30am-4:30pm – Human Resources Computer Room
- March 25: **SMART Level 1: [SPEC Interactive](#)**
1:00pm-3:00pm – Human Resources Large Conference Room

March 26: **SOAR Technology: [PowerPoint I](#)**
8:30am-4:30pm – Human Resources Computer Room

PACE Certificate Level 1: [SPEC Interactive](#)
1:00pm-3:00pm – Human Resources Large Conference Room

PACE Certificate Level 2: [SPEC Interactive](#)
3:00pm-5:00pm – Human Resources Large Conference Room

March 27: **SHIELD: [City of Riverside Mission, Vision, and Values/Workplace Ethics](#)**
8:30am-12:30pm – Human Resources Large Conference Room



Training Opportunities **April 2008**

- April 1: **SMART Level 2: [Building an Effective Team](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- April 2: **SOAR: [Effective Communication Skills I](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- April 3: **SHIELD: [New Employee Orientation](#)**
8:30am-12:30pm – Riverside Convention Center
- April 8: **SMART Level 1: [Key City Policies & Resources II](#)**
1:00pm-5:00pm – Human Resources Large Conference Room
- April 9: **SOAR Technology: [Word I](#)**
8:30am-4:30pm – Human Resources Computer Room
- April 10: **SHIELD: [Valuing Diversity](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- April 15: **SMART Level 2: [Effective Coaching and Mentoring](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- April 16: **SOAR: [Business Writing and Grammar Refresher](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- April 17: **SOAR Technology: [Publisher](#)**
8:30am-4:30pm – Human Resources Computer Room
- April 22: **SOAR Technology: [Excel I](#)**
8:30am-4:30pm – Human Resources Computer Room
- April 24: **SHIELD: [Preventing a Hostile Work Environment](#)**
8:30am-12:30pm – Human Resources Large Conference Room

April 29: **SMART Level 1: [SPEC Interactive](#)**
1:00pm-3:00pm – Human Resources Large Conference Room

April 30: **PACE Certificate Level 1: [SPEC Interactive](#)**
1:00pm-3:00pm – Human Resources Large Conference Room

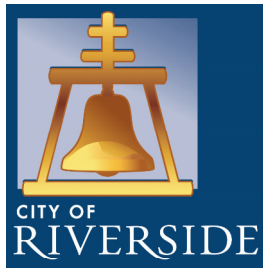
PACE Certificate Level 2: [SPEC Interactive](#)
3:00pm-5:00pm – Human Resources Large Conference Room



Training Opportunities **May 2008**

- May 1: **SHIELD:** [New Employee Orientation](#)
8:30am-12:30pm – Riverside Convention Center
- May 6: **SMART Level 2:** [Performance Evaluation](#)
8:30am-12:30pm – Human Resources Large Conference Room
- May 7: **SOAR:** [7 Habits of Highly Effective People \(part 1\)](#)
8:30am-12:30pm – Human Resources Large Conference Room
- May 8: **SHIELD:** [Workplace Safety/SEMS](#)
8:30am-12:30pm – Human Resources Large Conference Room
- May 13: **SMART Level 1:** [Ethical Management](#)
1:00pm-5:00pm – Human Resources Large Conference Room
- May 14: **SOAR Technology:** [Word II](#)
8:30am-4:30pm – Human Resources Computer Room
- May 15: **SOAR Technology:** [Outlook I](#)
8:30am-4:30pm – Human Resources Computer Room
- May 19: **SOAR Technology:** [Excel II](#)
8:30am-4:30pm – Human Resources Computer Room
- May 20: **SMART Level 2:** [Employee Relations](#)
8:30am-12:30pm – Human Resources Large Conference Room
- May 21: **SOAR:** [7 Habits of Highly Effective People \(part 2\)](#)
8:30am-12:30pm – Human Resources Large Conference Room
- May 22: **SOAR Technology:** [Access II](#)
8:30am-4:30pm – Human Resources Computer Room
- SHIELD:** [Recognizing Signs of Substance Misuse](#)
8:30am-12:30pm – Human Resources Large Conference Room

- May 27: **SMART Level 1: [SPEC Interactive](#)**
1:00pm-3:00pm – Human Resources Large Conference Room
- May 28: **PACE Certificate Level 1: [SPEC Interactive](#)**
1:00pm-3:00pm – Human Resources Large Conference Room
- PACE Certificate Level 2: [SPEC Interactive](#)**
3:00pm-5:00pm – Human Resources Large Conference Room
- May 29: **SOAR Technology: [PowerPoint I](#)**
8:30am-4:30pm – Human Resources Computer Room



Training Opportunities **June 2008**

- June 2: **SOAR Technology: [Publisher](#)**
8:30am-4:30pm – Human Resources Computer Room
- June 3: **SMART Level 2: [Interviewing, Recruitment & Selection](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- June 4: **SOAR: [Critical Thinking, Ethics and Values for Decision Making](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- June 5: **SHIELD: [New Employee Orientation](#)**
8:30am-12:30pm – Riverside Convention Center
- June 10: **SMART Level 1: [Managing Diversity](#)**
1:00pm-5:00pm – Human Resources Large Conference Room
- June 11: **SOAR Technology: [Word III](#)**
8:30am-4:30pm – Human Resources Computer Room
- June 12: **SHIELD: [Stress Management Strategies](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- June 17: **SMART Level 2: [Negotiating for Results](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- June 18: **SOAR: [Practical Problem Solving](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- June 19: **SOAR Technology: [Outlook II](#)**
8:30am-4:30pm – Human Resources Computer Room
- June 24: **SMART Level 1: [SPEC Interactive](#)**
1:00pm-3:00pm – Human Resources Large Conference Room

- June 25: **PACE Certificate Level 1: [SPEC Interactive](#)**
1:00pm-3:00pm – Human Resources Large Conference Room
- PACE Certificate Level 2: [SPEC Interactive](#)**
3:00pm-5:00pm – Human Resources Large Conference Room
- June 26: **SOAR Technology: [Excel III](#)**
8:30am-4:30pm – Human Resources Computer Room
- SHIELD: [Staying Energized at Work](#)**
8:30am-12:30pm – Human Resources Large Conference Room
- June 30: **SOAR Technology: [PowerPoint II](#)**
8:30am-4:30pm – Human Resources Computer Room